

78-03830.16

June 20, 1978

TO: N. R. KING, CITY MANAGER

FROM: C. R. LINES, CHIEF OF POLICE

SUBJECT: NEW FORMAT FOR MISDEMEANOR CASES

In order to cut down on the amount of time spent on report writing, the attached form will be used for all misdemeanor cases where there is no suspect information. All necessary coding information is on the short form. The purpose of this short form is to provide documentation, yet free the officer from lengthy report writing time.

Officers are presently spending 15-30 minutes per report, many being low priority. This short form should cut the report writing time down to five minutes per report.

CRL:ap
Encl.

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CLAREMONT POLICE DEPARTMENT 570 WEST BONITA AVENUE CLAREMONT, CALIFORNIA 91711		REPORT AREA	CASE NO. S
CODE SECTION	CRIME	LOCATION	
DATE-TIME-DAY OCCURRED	DATE-TIME RPTD	WEAPON-EQUIP. USED	
VICTIM	ADDRESS	PHONE (H)	
		PHONE (B)	
PROPERTY: STOLEN/DAMAGED		VALUE	
OFFICER			